

Plan Renewal Guidance – revised March 24, 2016

The owner or operator of a major facility is required to renew the facility DPCC/DCR plan at least once every three (3) years following approval or conditional approval. To allow sufficient time for review and approval of the DPCC/DCR plan renewal, the renewal must be submitted at least 180 days prior to the expiration date of the plan, pursuant to N.J.A.C. 7:1E-4.9(a). The following items should be considered when preparing a plan renewal:

- 1) Copies of the current rules and guidance documents are available on the web at <http://www.nj.gov/dep/enforcement/dp/dpdown.htm>. Individuals that do not have access to the Internet may contact the bureau at (609) 633-0610 and request a paper copy.
- 2) The general site plan and the drainage and land use map must be submitted as a paper drawing with a digital copy. Previously submitted maps that do not adequately delineate and label the required information must be revised and resubmitted. The paper drawing of the general site plan must be certified by a licensed land surveyor. It is suggested that indoor features, such as storage tanks and container storage areas, be presented on a drawing that can be easily updated, separate from the certified general site plan; if indoor features remain on the certified general site plan, that map must be updated and recertified when any of those features change.
- 3) Digital maps must be prepared in a digital environment that is compatible with the Department's Geographic Information System. The Department utilizes ArcGIS 10.2 to view and register digital images. The formats most compatible with ArcGIS 10.2 are AutoCAD 2015 or earlier versions, and ArcGIS Desktop projects. In order to be compatible with the State's GIS system, the digital image must be projected in NJ State Plane Feet coordinates in North American Datum 1983 (NAD83). The digital drawing and all text/hatch patterns/arrows/etc. should be kept in simple text or exploded to separate them into their components if using AutoCAD. The digital maps must meet the requirements of N.J.A.C. 7:1E-4.10(c).
- 4) On-site response measures, the off-site response measures, the drainage and land use map or the environmentally sensitive areas (ESA) maps may have to be revised if there were physical or operational changes to the facility or surrounding areas that would require a change in the leak/discharge response actions or priorities (e.g., new or removed tanks, new or eliminated hazardous substances, new residential areas or wetlands).
- 5) If the facility has a mapping exemption, it must be renewed in the same manner as the initial request at each plan renewal.
- 6) The schedule for integrity testing must include at a minimum the date(s) of the last test(s) and inspection(s) and the date(s) of the next test(s) and inspection(s) for each tank. A guidance document entitled "Guide to Testing and Inspection of Aboveground Storage Tanks" may be helpful and is available on the web at <http://www.nj.gov/dep/rpp/brp>.
- 7) Small containers that are five gallons or less in size are exempted from being considered "storage capacity." However, once a facility has sufficient storage capacity to be classified as major, all operations involving hazardous substances at the facility, including any small containers, are regulated and, therefore, must be fully described in the plan.
- 8) Minor changes in operations that did not require a plan amendment must be reflected in the renewal to keep the plan current (e.g., small changes in types or quantities of hazardous substances kept on-site or other minor changes).
- 9) Existing buried pipes not equipped with product-sensitive leak detection must follow a maintenance and repair program in accordance with API 570, or some other industry standard acceptable to the Department.
- 10) A copy of a current agreement with the local emergency planning committee or committees that coordinates the emergency responses of the parties to the agreement must be included at each plan renewal.
- 11) Updated financial responsibility documents must be submitted, including updated justifications for any reduced or deferred coverage.
- 12) The plan renewal must include a cover letter that clearly indicates which sections are being revised and that the unrevised sections of the plan are still current. Revisions or supplemental information must be incorporated as a part of the DPCC/DCR plan. The most efficient way to accomplish this is with revised selected pages that can be inserted into the existing plan.
- 13) The renewal must contain the original certifications required by N.J.A.C. 7:1E-4.11, including a signed and sealed certification from a professional engineer licensed pursuant to N.J.S.A. 45:8-27 *et seq.* attesting that he/she has reviewed the DPCC plan and that the plan complies with all applicable Departmental requirements and has been prepared in accordance with sound engineering practices.